

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

GENERAL SERVICES ADMINISTRATION

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

The Advisory Committee on Training in Primary Care Medicine and Dentistry

(2) AUTHORITY

Identify the authority for establishing the FAC

The Advisory Committee on Training in Primary Care Medicine and Dentistry (Advisory Committee) is authorized by Title VII, Part C, section 749 (42 U.S.C. 2931) of the Public Health Service (PHS) Act. The Advisory Committee is governed by provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C. App), as amended, which sets forth standards for the formation and use of advisory committees.

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

The Advisory Committee provides advice and recommendations on policy and program development to the Secretary of the Department of Health and Human Services (Secretary) concerning the activities under Title VII, Part C, section 747 of the PHS Act, and is responsible for preparing and submitting an annual report to the Secretary and Congress describing the activities of the Committee, including findings and recommendations made by the Committee concerning activities under section 747. In addition, the Advisory Committee develops, publishes, and implements performance measures and longitudinal evaluations for programs under Part C of Title VII of the PHS Act, as well as recommends appropriation levels for programs under this part.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;*
- (b) consider indentifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The Secretary shall determine the appropriate number of individuals to serve on the Advisory Committee. Such individuals shall not be officers or employees of the Federal Government. The Secretary shall appoint members from among individuals who are health professionals. The Secretary shall ensure a fair balance between the health professions, that at least 75 percent of the members of the Advisory Committee are health professionals, a broad geographic representation of members, and a balance between urban and rural members. The Secretary shall ensure the adequate representation of women and minorities. Members shall be appointed based on their competence, interest, and knowledge of the mission of the profession involved. Members are

appointed as Special Government Employees. A quorum is a majority of the members who have been appointed to Advisory Committee.

Members shall be appointed based on their competence, interest, and knowledge of the mission of the profession involved. Members on the advisory committee may include, but are not limited to, representatives from the disciplines of allopathic medicine; osteopathic medicine; family medicine; general internal medicine; general pediatrics; general dentistry; pediatric dentistry; public health dentistry; dental hygiene; physician assistant; advanced practice nursing; and students, residents, or fellows representing allopathic medicine, osteopathic medicine, physician assistant, or dentistry.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

The Department will give close attention to equitable geographic distribution and to minority and women representation.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

Information is posted in the Federal Register which publically solicits new members. Individuals may also inquire directly with the Designated Federal Official (DFO) or the Health Resources and Services Administration's (HRSA) Division of Medicine and Dentistry (DMD) staff to receive further information about the Advisory Committee nominations.

Nominations for the Advisory Committee may be made on behalf of individuals who are interested in membership by an employer, a professional organization, leaders within the field of the health workforce, current and former Advisory Committee members, or by individuals themselves. Candidates must resubmit a recent curriculum vitae/resume; short biographical sketch; letter of intent; letter of recommendation from an employer, professional organization, or colleague; and a candidate profile which provides basic demographic information regarding the candidate for review and consideration.

DMD staff including the DFO, Bureau of Health Workforce senior management, and the HRSA Office of the Administrator are involved in evaluating committee balance. The professional qualifications and experience relevant to the functions and tasks of the Advisory Committee, as well as membership balance, are considered. A final nomination package is developed and submitted for approval.

A vacancy on the Advisory Committee shall be filled in the manner in which the original appointment was made and shall be subject to any conditions which applied with respect to the original appointment. An individual chosen to fill a vacancy shall be appointed for the unexpired term of the member replaced.

A member of the Advisory Committee shall be appointed for a term of 3 years.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The process for determining Federal Advisory Committee member balance on subcommittees is the same process for the parent Federal Advisory Committee.

(8) OTHER

Provide any additional information that supports the balance of the FAC

None.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

March 8, 2017